



Find a Birth Record in any of the Maryland Counties (1898 - 1920)

If you do not know the year, month, and county of the birth, then finding the index first may be necessary. Visit the circulation desk for additional information.

1 Locate the Record (You must be in the Archives' searchroom)

Go to the 'Birth Records' heading

Choose a listing that corresponds to the year and county of the birth record.

After you click the link you will see a page that looks a little like the following. (sample below)

The screenshot shows the Maryland State Archives website interface. At the top, there is a navigation bar with links for Home, Introduction, Reference and Research, How To Place An Order, Background, and Advanced Search. Below the navigation bar, there is a search bar with the text 'Home > S1963' and a 'Jump By Series ID:' field with a 'Jump' button. A red banner at the top right of the page reads: 'You are currently using the EXTERNAL guide. Click here to use the internal guide for staff'. The main content area displays 'Information on S1963 - (Birth Record, Counties, photostat)'. Underneath, there is a section for 'Series Information' which includes: BOARD OF HEALTH, (Birth Record, Counties, photostat), 1898-1910, and S1963. A 'Series Description' section follows, stating: 'There is no description for this series.'

Immediately scroll, scroll, scroll down to the part of the page that looks similar to this sample image.

Display per page 100 ▾

	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1 (Scanned)		Links	CM1134-1
Details	1878-1880		CR 48441-2 (Scanned)		Links	CM1134-2
Details	1881-1883		CR 48442-1 (Scanned)		Links	CM1134-3
Details	1884-1886		CR 48442-2 (Scanned)		Links	CM1134-4
Details	1887-1889	1887 incomplete	CR 48443-1 (Scanned)		Links	CM1134-5

Optional: To filter by county, you would go to ‘column to filter on’ and select ‘description’ and then in the ‘filter criteria’ enter the county name (without the word ‘county’).

Either **Click 'Links'** in the Link column or **'Details'** if there isn't a 'Links' column.

If you click 'Details' and

A page similar to this sample below opens, notice that there are no more links to click on, you should **Skip ahead** to step 5 in this document.

Jump By Series ID:

[Home](#) > [S1991](#) > S1991-1314

Details of S1991-1314

Series Information
 DEPARTMENT OF HEALTH BUREAU OF VITAL STATISTICS
 (Birth Record, Counties)
 1914-1924
 S1991

This record is restricted.
This series is restricted for 100 years under Code State Government Article § 9-1015.

Date:	09/1918
Description:	Howard
Location:	02/27/05/071/S00
MSA Citation:	S1991-1314

If you click 'Links' (or 'Details') and

A new link appears, **click that link**. In the example below, the link that appeared is called 'Scanned (Grayscale)'.

◀ First ... 11 12 13 14 15 16 17 18 19 20 ... Last ▶

	Date	Description	Links	Location	MSA Citation
Details	02/1902	Howard	Links	00/49/12/019	S1963-1001
• Scanned (Grayscale)					
Details	02/1902	Kent	Links	00/49/12/019	S1963-1002
Details	02/1902	Montgomery	Links	00/49/12/019	S1963-1003

If you see an icon that looks like a lock next to the details link, it doesn't necessarily mean that the specific record you are looking for is restricted.

2

Click **'Scanned (Grayscale)'**, **'Multipage PDF file' (if you see it)**, or a third option is writing down the CR or SR number that you see.

If you choose to click 'scanned (grayscale)', the Electronic Document Viewer website will open. View the 'Helpful Tips' below.

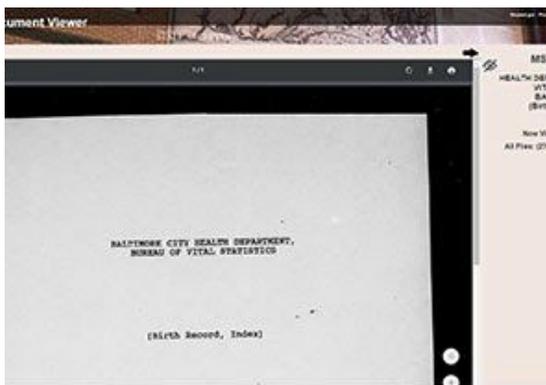
If you choose 'View Multipage PDF' skip ahead to Step 3 below. Before you go to Step 3, also note that you can click Ctrl-F and then enter a last name, to search the PDF when it opens by last name.

If you choose to write down the CR or SR number, you'll need to use the Archival Microfilm viewer, pick up those instructions at the circulation desk, and then head to Step 3. The Archival Microfilm viewer is a **great way** to view, find, and/or print your record.

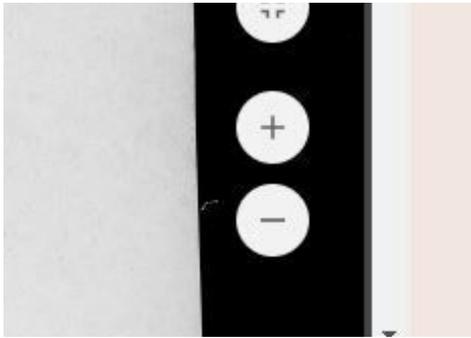
On your desktop you will find the Archival Film Viewer icon.



Helpful Tips

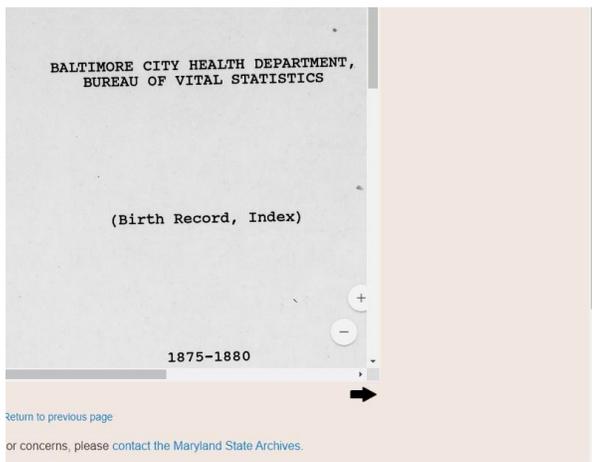


To the right of the document, take a guess at a page number and then **click the 'Go' button**



To Zoom

Move your mouse towards the bottom right of the inner area of the page. You will see a zoom in (plus sign) and zoom out (minus sign) button.



To Scroll

You may need to scroll in more than one place. Sample below. Also note that your index may have two columns of listings within the same page.

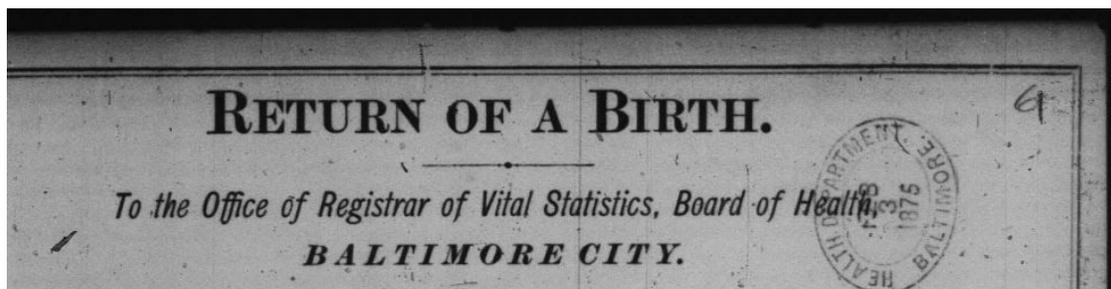
3

Search the certificates by year, month, and then alphabetically by last name.

Knowing that should help you make a better guess at the next 'jump to' page. Notice that as you get closer, you can use the arrow images to move a page at a time.

Note 1: Certificate numbers can be found in the top right corner of the document. In the sample below, the certificate number is 61

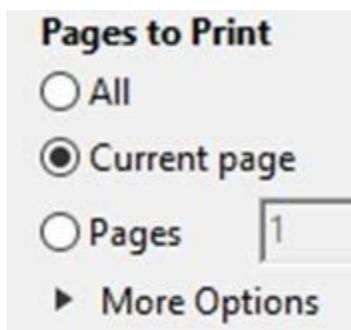
Note 2: The certificate number from the index may contain a dash, but that dash may be removed in the number found on the certificate.



4 Printing or Photographing

Set up a print account if you don't already have one. To set up your print account please visit the lobby (near the door) of the Archives.

If the certificate is in a pdf you'll need to move your mouse towards the bottom of the certificate, to see a horizontal black bar. Click the icon that looks like a printer. In the next screen, select **Current Page**



Click '**Print**' underneath the preview of the certificate.

If you are in the Electronic Document Viewer Website, the print icon will appear towards the top of the certificate. You may be unable to select 'Current page'. This is O.K. Before clicking 'Print' underneath the preview of the certificate be sure you see 'Page 1 of 1'.

If you are printing from the Archival Microfilm Viewer instead, see the Archival Microfilm Viewer instructions.

You can also photograph the record with your camera phone (no flash allowed) or at our photography station located to the right of the circulation desk.

5

Call Slip Forms

The page you see when you click 'details', if it doesn't have any links, it will have information you can use to fill out a call slip form. The next page has a sample form, to help you fill it out correctly. Once filled out, bring it to the circulation desk. If you see a warning for a restricted record, but notice the record is in fact over 100 years old, visit the circulation desk (without a callslip) to view the record.

Series Information
DORCHESTER COUNTY
CIRCUIT COURT
(Minutes)
1836-1959
T1931

Add Pg # if available

Date: 1912-1924
Book Name: WLR 1
Description:
Location: 03/17/14/016
Box:
MSA Citation: T1931-7

Series Information
TALBOT COUNTY
CIRCUIT COURT
(Judgment Record)
1708-1951
T1792

Enter Date if no Book or Box No. is listed

Date: 1840-1852
Book Name:
Description:
Location: 00/63/01/009
MSA Citation: T1792-3

Series Information
BALTIMORE CITY
CIRCUIT COURT
(Civil Papers, Equity and Law)
1983-2004
T2691

Add Description # i.e. 3667

Date: 1983
Description: 3666-3675, 3677-3730, 3732-3739
Link:
Links:
Location: 02/22/08/010
Box: 70
MSA Citation: T2691-71

Maryland State Archives
Government Records Call Slip

Full Name: Your First and Last Name

Date: Today's Date Desk Number: Your Desk #

- Please fill out this slip as completely as possible with information from the *Guide to Government Records*. If you need assistance, please bring this slip to a Reference Archivist at the Circulation Desk.
- Please request one record per slip.
- Place slip in the tray on the Circulation Desk.
- When finished please return this slip with the record to the Circulation Desk.

Level of Government (i.e. State, Anne Arundel County, Baltimore City)
1st line of series info. i.e. Dorchester County

Agency (i.e. Secretary of State, Circuit Court, Register of Wills.)
2nd line of series info. i.e. Circuit Court

Record (i.e. Assessment Record, Marriage Certificate, Wills)
3rd line of series info. e.g. Minutes

MSA Collection Number (i.e. S51-2, T2691-45)
MSA Citation e.g. T1931-7

Box/Book/Liber Folder/Case Number/Personal Name
Box/Book/Year **Page or Description Number**

Location (i.e. 1/11/8/45)
Location Info e.g. 00/63/01/009

MESSAGE TO RESEARCHER

The Reference staff needs more information before this record can be retrieved. Please bring this form to the Circulation Desk.

This record is available on microfilm roll: _____

This record is currently unavailable due to _____